

**Information available from Topcliffe Parish Council under the model publication scheme –  
Dated: December 2008**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Topcliffe Parish Council Local government administration This will be current information only</p>	<p>Website: <a href="http://www.topcliffe.net">www.topcliffe.net</a></p> <p>Clerk is only employee</p>	<p>Hard copy 10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website or Hambleton District Council</p>	<p>Hard copy 10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk: Mrs Angela Hook Police House, East Lea Topcliffe, Thirsk YO7 3RR 01845 577863 angeh@surfreesurf.co.uk</p>	<p>Hard copy 10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Via clerk: 10.00 to 5.00 only Meetings by appointment</p>	
<p>Staffing structure</p>	<p>Clerk only</p>	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Clerk as above	Hard copy 10p per sheet
Finalised budget	Clerk as above	Hard copy 10p per sheet
Precept	Clerk as above	Hard copy 10p per sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Clerk as above	Hard copy 10p per sheet
Grants given and received	Clerk as above	Hard copy 10p per sheet
List of current contracts awarded and value of contract	Clerk as above	Hard copy 10p per sheet
Members' allowances and expenses	Not paid	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes on website	Hard copy 10p per sheet
Quality status	Not applied	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish	On website and village	Hard copy 10p per sheet

meetings)	noticeboard	
Agendas of meetings (as above)	On village noticeboards 3 clear days before meeting, free e-mail service, apply via clerk	Hard copy 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, website or available by e-mail	Hard copy 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from chairman or vice-chair 3 clear days before meeting, or at meeting	Hard copy 10p per sheet
Responses to consultation papers	See minutes	Hard copy 10p per sheet
Responses to planning applications	See minutes	Hard copy 10p per sheet
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or e-mail from the clerk	Hard copy 10p per sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)          Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy or e-mail from the clerk	Hard copy 10p per sheet
Information security policy	Back up of computer details.	Hard copy 10p per sheet
Records management policies (records retention, destruction and archive)	Minutes saved on CD Finance summary saved on CD Finance details 5 years Only important documents kept longer than 3 months	Hard copy 10p per sheet
Data protection policies	No data not in public domain	Hard copy 10p per sheet
Schedule of charges (for the publication of information)	On this document	Hard copy 10p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy or e-mail from the clerk	Hard copy 10p per sheet
Assets Register	E-mail or hard copy from clerk	Hard copy 10p per sheet

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy or e-mail from the clerk	Hard copy 10p per sheet
Register of members' interests	Apply to clerk	Hard copy 10p per sheet
Register of gifts and hospitality	Apply to clerk	Hard copy 10p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	No	
Burial grounds and closed churchyards	Apply to clerk	Hard copy 10p per sheet
Community centres and village halls	No	
Parks, playing fields and recreational facilities	Apply to clerk	Hard copy 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Apply to clerk	Hard copy 10p per sheet
Bus shelters	Apply to clerk	Hard copy 10p per sheet
Tollbooth	Apply to clerk	Hard copy 10p per sheet
Agency agreements	Apply to clerk	Hard copy 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Apply to clerk	Hard copy 10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Clerk as above

Website [www.topcliffe.net](http://www.topcliffe.net)**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 20p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		